



International Institute of Noise Control Engineering (I-INCE)

Draft Minutes of the I-INCE Board of Directors Meeting 2022-01

Friday, 2022 April 28, 22:00 – 23:42 (Central European Time), via Zoom

Board members present:

Robert Bernhard	President	2020 - 2022
Luigi Maffei	President-elect	2020 - 2022
Marion Burgess	Immediate Past President	2020 - 2022
Kristian Jambrošić	Secretary General	2022 - 2024
Doug Manvell	Treasurer	2016 - 2024
Kerstin Persson Waye	Vice President, Europe-Africa	2022 - 2024
Davi Akkerman	Vice President, Pan America	2019 - 2022
Gijsjan van Blokland	VP, Development & Outreach	2020 - 2022
Eoin King	VP, Communications and Webmaster	2022 - 2024
Steve Hambric	VP, Rules & Governance	2019 - 2024
Antonio Perez-Lopez	Director, INTER-NOISE 2019	2020 - 2022
Jin Yong Jeon	Director, INTER-NOISE 2020	2021 - 2023
Raj Singh	Director, INTER-NOISE 2021	2022 - 2024
Dana Lodico	Director-at-Large, Pan America	2022 - 2024
John Davy	Director-at-Large, Asia Pacific	2020 - 2022

Board members absent:

Patricia Davies	VP, Technical Activities	2018 - 2023
Li Cheng	VP, Asia-Pacific	2021 - 2023
Joe Cuschieri	Distinguished Board Member	2022

Guests present:

Barry Gibbs	INTER-NOISE 2022 President
Paul Donavan	Ex officio (Past Secretary General)

Meeting agenda:

1. Update on INTERNOISE 2022 (Gibbs)
2. Introduction of new additions to the Board of Directors
3. Update on Swiss registration, payment of back taxes and KBC ownership declaration (Manvell)
4. Update on INTERNOISE's 2023 and 2024 (Bernhard)

5. Planning for 2022 Board of Directors, Congress Selection Committee and General Assembly meetings, including RSVP's (Jambrošić)
6. Website update (King and van Blokland)
7. Miscellaneous

Robert Bernhard opened the meeting and proposed to start with the agenda point Update of Internoise 2022 since the Congress President, Barry Gibbs (BG), was able to join the meeting as a guest.

1. Update on INTERNOISE 2022

Barry Gibbs gave an overview of the Internoise 2022 organization status (Attachment 1). Since today was also the paper submission deadline, there was still no final number of submitted papers. There were many requests for deadline extension, so the congress organizers will allow it, without officially publishing it on the congress website. The hybrid component of the congress will include 4 additional live stream rooms for participants that will be participating only online, which is the best the organizer can do cost wise. Thus, not all sessions will be streamed live. Nevertheless, all papers will be recorded during the sessions or can be pre-recorded by the authors, the details are still being worked out. The congress cost increase due to this live streaming will be significant. A draft technical program will be finalized on May 25. It is still too early to know how many congress participants will arrive in person, and how many will join online. Future congresses will most likely have a hybrid component as well, so it is important that the Internoise 2022 organizers produce a report on all additional costs after the closing of the congress.

2. Introduction of new additions to the Board of Directors

Robert Bernhard asked all new members of the Board to introduce themselves. Kerstin Persson Waye, Eoin King, Ray Singh and Dana Lodico made a brief introduction about their noise-control engineering and professional background. Afterwards, the rest of the present Board members also briefly introduced themselves to the new members of the Board.

3. Update on Swiss registration, payment of back taxes and KBC ownership declaration

Douglas Manvell gave a brief Treasurers report (Attachment 2). An important update to the Swiss registration process of I-INCE is that all taxes for years 2015 – 2019 (in total approx. 1720 EUR) have been paid. Douglas Manvell expressed many thanks to Joachim Scheuren who contributed a lot to this process with personal contacts to the Swiss authorities. The full report will be given to the Board and General Assembly in Glasgow.

The second topic was connected to the annual ownership declaration that is required by one of the I-INCE banks, the KBC bank. For this year, all officers/directors of the I-INCE Board that have voting rights must provide an extensive statement and some personal documents. For the moment, Douglas Manvell plans to test the process with the data of Luigi Maffei which can be repeated later for all other Board members. Steve Hambric expressed his discomfort with sharing personal information with the bank. He and most other Board members don't have access to the I-INCE account at KBC, and sharing personal data increases the danger of possible identity theft. Therefore, Douglas Manvell will follow-up on this question with the KBC bank and check if this information is needed from all Board members,

or if it can be narrowed down only to the Executive Board members who are authorized to access the I-INCE bank account.

4. Update on INTERNOISE's 2023 and 2024

Robert Bernhard gave an update on the organization for both Internoise 2023 and 2024. Both organizing committees are on track. For Internoise 2023, the website is going to be updated to the newest functionalities. For Internoise 2024, the agreement was signed last fall.

Steve Hambric informed the Board that I-INCE has not secured the rights to the domain names usually used for the Internoise congress “internoiseYYYY.org” from 2024 on, so this must be done as soon as possible. He got the approval to proceed with buying the domain names for the next 5 congresses.

5. Planning for 2022 Board of Directors, Congress Selection Committee and General Assembly meetings, including RSVP's

Kristian Jambrošić reported that e-mails have been sent to all Board members and I-INCE member society representatives with a request to indicate if they will come in person to the Board meetings and the General Assembly, or if they plan to participate online. Since a couple of responses were for online only, these meetings must be held in a hybrid matter (live in person + online participants). The confidential vote procedure must be prepared for these hybrid meetings, which will be discussed later.

Robert Bernhard invited all Board members with spouses to a lunch and dinner on Saturday as well as a dinner on Wednesday. In general, the Board meeting on Saturday will be a long one, and what cannot be finished on Saturday, there is another Board meeting on Wednesday after the closing ceremony to finish all open points. All Board members are invited to the General Assembly on Sunday 13:00 – 15:30, before the start of the Internoise 2022 opening ceremony.

John Davy is still counting the in-person presence for the Congress Selection Committee (CSC). The CSC meeting will be held in a hybrid way as well because not everyone will be there in person on Saturday morning. For this reason, both the informal proposals and formal proposals will be presented at a single hybrid meeting.

6. Website update

Eoin King reported that he started to work with the company that is maintaining the Internoise congress websites. He will receive the first sample of the new I-INCE website within a month, and he will inform the Board about it. The new website will go live before the start of Internoise 2022.

Gijsjan van Blokland asked for help with updating the new website in form of a Board of editors, so local Vice Presidents can add news to the new website as well. This is a good job also for the Directors-at-Large as there will be more people to help. All present Directors-at-Large agreed to help.

7. Miscellaneous

All Board members that were present at the previous online Board meeting on 2021 November 11 unanimously approved the Minutes that were circulated to the Board by the previous Secretary General, Paul Donovan.

Robert Bernhard reminded that reports for the next General Assembly in Glasgow must be finished and uploaded to the I-INCE website at least 2 weeks ahead of time. Eoin King will try to prepare the new website for receiving the reports for the next GA.

Written by Kristian Jambrošić

I-INCE Secretary General



Inter-noise 2022 Status Update 29th April 2022

1. Key Dates
2. Abstract Submissions
3. Registrations/Paper Submissions
4. Sponsorship & Exhibitors
5. Hybrid Component



Key Dates

29 April 2022

Early-bird Registration for Authors

8 July 2022

Early-bird Registration for Non-authors

From 8 July 2022

Regular Registration

From 21 August

Onsite Registration

4 April 2022

Paper Submission Deadline (for assessment)

29 April 2022

Non-Assessed Paper Submission Deadline



Abstract Submissions

- 981 Accepted
- 5 Withdrawn as did not resubmit
- 10 Withdrawn by author
- 6 Rejected



Registrations/Paper Submissions

Registration Type	Number
In-Person Registration - Early-bird	223
In-Person Registration - Student	115
Virtual Registration - Early-bird	43
Virtual Registration - Student	33

Total = 415

Accompanying persons = 14



Sponsorship and Exhibitors - Confirmed

Confirmed		
Acoustic Camera Uk Ltd.	Confirmed Exhibition Space (Early)	£ 2,000.00
Soundplan Gmbh	Confirmed Silver Package	£ 3,500.00
Wölfel	Confirmed Exhibition Space (Early)	£ 2,000.00
Acsoft	Confirmed Exhibition Space (Early)	£ 2,000.00
HBK UK Ltd	Confirmed Platinum Package	£10,000.00
Sealed Air	Confirmed Gold Package	£ 5,000.00
Cirrus Research	Confirmed Gold Package	£ 5,000.00
KP Acoustics	Confirmed Lanyard sponsor	£ 3,000.00
Acoem	Confirmed Exhibition Space (Early)	£ 2,000.00
Mecanum Inc	Confirmed Silver Package	£ 3,500.00
Softnoise GmbH	Confirmed Silver Package	£ 3,500.00
Saint-gobain Ecophon	Confirmed Silver Package	£ 3,500.00
Anv Measurement Systems Ltd	Confirmed Gold Sponsorship and an additonal booth space @50% off	£ 6,000.00
Mason Uk Ltd	Confirmed Platinum Package	£10,000.00
Seti Media Inc.	Confirmed Exhibition Space (Early)	£ 2,000.00
Dassault Systèmes	Confirmed Gold Package	£ 5,000.00
NTI Audio	Confirmed Exhibition Space (Early)	£ 2,000.00
Sonitus Systems	Confirmed Exhibition Space (Early)	£ 2,000.00
Campbell Associates	Confirmed Silver Sponsorship and an additonal booth space @50% off	£ 4,500.00
gfai tech GmbH	Confirmed Exhibition Space (Early)	£ 2,000.00
Metecno Bausysteme	Confirmed Gold Package	£ 5,000.00
Wavebreaker	Confirmed Exhibition Space (Early)	£ 2,000.00

Total = £85,500



Sponsorship and Exhibitors – In Pipeline

In the Pipeline		
4Silence BV	Interested in booking exhibition but would like to see a floor plan first	£ 2,000.00
Ono Sokki Co., Ltd.	Interested in booking exhibition	£ 2,000.00
Head Acoustics Uk Ltd	Interested in booking exhibition and potentially sponsorship for the session "Soundscapes & Acoustic Quality"	£ 4,000.00
Amorim	Interested in booking exhibition	£ 2,000.00
Vlacoustics	Interested in Exhibition but asking about visa/ logistics from the US	£ 2,000.00
Ntek S.r.l.	Interested in booking exhibition	£ 2,000.00
		£ 14,000.00



Hybrid Component

Opening and Closing Ceremonies will be live streamed, along with 6 Keynote Speakers

4 rooms will be live streamed, so that there are representative presentations from the 20 Main Topics of the Technical Program, over the 3 days.



Hybrid Component

All presentations, including the live streamed ones, will be recorded on-site and made available via the website to registered delegates for 2 months after the conference has finished.

Treasurers Report

**I-INCE Board
29 April 2022**

Douglas Manvell

Jul-Aug 2021

Items

Information

- Update on Swiss registration, payment of back taxes
 - Recap
 - Update
 - Next steps

Information

- KBC ownership declaration
 - Background
 - Directors declaration
 - Next steps

Update on Swiss registration, payment of back taxes

- Recap from last meeting
 - I-INCE registered as non-taxable from 2020+
 - Tax arrears assessment 2015-2019
 - Capital tax: flat % of our capital/assets
 - Income tax: due if annual profit - membership fees > 10000 CHF
 - Joachim Scheuren, Treasurer and President reviewed and updated our financial reports and supplied to tax authorities

Update on Swiss registration, payment of back taxes

News

- Swiss authority's assessment received and accepted
- Ca 1720 EUR paid (0,18% of our assets per annum)
- Does not specify how the outstanding dues were calculated
- Appears that all based on capital tax with no (or very insignificant) income tax.
- Small variation in % vs assets could be explained by currency variations

Year	Revised Result (EUR)	Fees (EUR)	Assets (EUR)	Result – Fees (EUR)		Total Tax (CHF)	Tax CHF as % of assets EUR
2015	5.676,68	16.230,00	153.757,85	-10.553,32		277,50	0,1805
2016	44.195,35	34.142,65	206.041,38	10.052,70		364,95	0,1771
2017	-6.287,84	26.180,00	199.753,54	-32.467,84		383,00	0,1917
2018	2.856,25	26.390,00	202.609,79	-23.533,75		365,05	0,1802
2019	5.956,00	24.640,00	206.425,79	-18.684,00		354,30	0,1716

Update on Swiss registration, payment of back taxes

Next steps:

- Update audit procedure with focus on notes and multi-year equity change
- Get deposit back from Swiss authorities
- Full report to Board and General Assembly

KBC ownership declaration

- We have to make our annual ownership/stakeholder declaration for the Belgian Bank.
- All officers/directors are listed
- This year, all the officers/directors need to provide a fairly extensive statement and some documents
- All 2022 directors need to understand and agree to what we are reporting
- It's not a big deal – nothing to worry about, simple formalia



List of ultimate beneficial owners

INT.INST.NOISE CONTR.ENG. PROF. R. J. BERNHARD

Annex to be completed by the company.

According to our records, these are the ultimate beneficial owners for your company and their roles.

Is the list of the ultimate beneficiary owners still correct?

☐ Yes

☐ No, bring in a new declaration from the ultimate beneficial owners.

Are the roles of the ultimate beneficiaries owners still correct?

☐ Yes

☐ No, then adjust the role for the concerned ultimate beneficiary on this letter.

If the list of ultimate beneficial owners is no longer correct, please fill in a new 'Beneficial owners declaration' form. You will find a declaration on the website of KBC. Surf to www.kbc.be/business and click "Documentation" at the bottom of the screen.

name of relation capacity** (indicate one or more options)	to be updated via annex
9CY3830 ROBERT BERNHARD <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	no
9LJ3620 DOUGLAS MANVELL <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	no
9VX9211 DAVI AKKERMAN <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	yes
9VX9217 STUART BOLTON <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	yes
9VX9393 LUIGI MAFFEI <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	yes

KBC ownership declaration

- Everyone listed on the board (with voting rights) in 2022 has to confirm the following with their signature:
- Which role they have (OK my proposal):
 - Member of the board of directors, director, person authorised to carry out the day-to-day management.
 - Person authorised to represent the non-profit association.
 - Person charged with the day-to-day management of the national/international non-profit association or the foundation.
- Personal details
 - Date of birth
 - Place of birth
 - Country of birth
 - Nationality
 - Place of residence
 - Proof of address (with a few exceptions)
 - A copy of both the front and back of your identity card
 - Statement on whether you or a member of your family holds high public office or politically prominent mandate
 - Principal and secondary activity



Annex to be completed by the company

Details

INT.INST.NOISE CONTR.ENG. PROF. R. J. BERNHARD



Please check the following details:

Correct?
(Indicate
with a tick)

If incorrect or missing, please correct or complete:
(Preferably in black capital letters)

surname	INT.INST.NOISE CONTR.ENG. PROF. R. J. BERNHARD	<input type="checkbox"/>	
legal form	non-Belgian association or entity without legal personality	<input type="checkbox"/>	
company No.		<input type="checkbox"/>	
country of incorporation	Switzerland	<input type="checkbox"/>	
nationality	Switzerland	<input type="checkbox"/>	
street	ÜBERLANDSTRASSE	<input type="checkbox"/>	
number	129	<input type="checkbox"/>	
box		<input type="checkbox"/>	
postcode	8600	<input type="checkbox"/>	
town/city	DÜBENDORF	<input type="checkbox"/>	
country	Switzerland	<input type="checkbox"/>	

Listed

INT.INST.NOISE CONTR.ENG. PROF. R. J. BERNHARD

Is your company listed or a subsidiary (min. 75%) of a listed company?

- ☐ No
- ☐ Yes, it is listed in one of the following countries*
- ☐ Yes, it is listed in another country

KBC ownership declaration

- We have been given good time to do this by the bank.
- Action plan:
 - Provide the KBC bank with a list of current officers
 - Get the webpage updated to match our list
 - Provide the KBC bank with an example form to ensure that we get it right – I suggest we do this Luigi as he was involved a little bit last year and will take over at the end of Bob's term
 - Confirm with the KBC bank that we can do it this way
- I will contact you with the details and a step by step guide
- If needed, we can do regional virtual run throughs
- If KBC are OK with the timing, we can finalise in person in Glasgow
- I expect we need to do this on an annual basis (simpler for most officers)

People currently listed	People affected (2022)
9CY3830 ROBERT BERNHARD	Robert Bernhard: President (2020 - 2022)
9LJ3620 DOUGLAS MANVELL	Luigi Maffei: President-Elect (2020 - 2022)
9VX9211 DAVI AKKERMAN	Marion Burgess. Immediate Past President (2020 - 2022)
9VX9217 STUART BOLTON	Antonio Perez-Lopez: INTER-NOISE 2019 (2020 - 2022)
9VX9393 LUIGI MAFFEI	Jin Yong Jeon: INTER-NOISE 2020 (2021 - 2023)
9VX9397 MARION BURGESS	Rajendra Singh: INTER-NOISE 2021 (2022 - 2024)
9VX9400 PAUL DONAVAN	Dana Lodico: Director at Large (2022 - 2024)
9VX9401 CATHERINE LAVANDIER	John Davy: Director at Large (2020 - 2022)
9VX9403 GIJSJAN VAN BLOKLAND	Paul R. Donovan: Immediate Past Secretary-General (2022)
9VX9404 STEVE HAMBRIC	Kristian Jambrosic: Secretary-General (2022 - 2027)
9VX9405 JOE CUSCHIERI	Douglas Manvell: Treasurer (2016-2023)
9VX9406 CHARLIE MORITZ	Kerstin Persson Waye: VP Europe Africa (2022 - 2024)
9VX9407 ANTONIO PEREZ-LOPEZ	Li Cheng: VP Asia-Pacific (2021 - 2023)
9VX9414 JOHN DAVY	Davi Akkerman: VP Pan-America (2019 - 2022)
	Gijsjan van Blokland: VP Development & Outreach (2020 - 2022)
	Patricia Davies: VP Technical Activities (2018 - 2023)
	Steve A. Hambric: VP Rules and Governance (2019 - 2024)
	Eoin A. King: VP Communications and Webmaster (2022 - 2025)